

TEACHER EDUCATION PROGRAM

APPLICATION FOR ADMISSION



Center for Teacher Education
1100 North Avenue
Grand Junction, CO 81501
Phone 970.248.1786
<http://www.coloradomesa.edu/teachered>

**APPLICATION FOR ADMISSION CHECKLIST
TEACHER EDUCATION PROGRAM, COLORADO MESA UNIVERSITY**

The completed application form with all attachments (follow checklist below) must be submitted to the **Center for Teacher Education** to apply for admission into the program. **Applications should be submitted by October 15 for spring admittance and March 15 for fall admittance.** Applications are kept on file for one year from these dates. Students must reapply if not accepted during the one-year application period.

It is the student's responsibility to submit the completed application packet. Incomplete packets will not be considered as application for admission. It is also the responsibility of the applicant to check on the status of recommendation forms.

Complete applications will be reviewed for admission. Notification of admission decisions will be by mail. Once admitted, students may enroll in upper level education courses.

Print all information. Distribute requests for recommendation forms as soon as possible!

Applicant's Name _____ **Student ID#** _____

- ___ 1. Application (Form A)
- ___ 2. Statement of philosophy and your beliefs about education
- ___ 3. Transcripts of course work from *all* institutions attended (unofficial copies are accepted)
- ___ 4. DegreeWorks Report for declared major (**not Pre-** -- Use "What If" button if needed)
- ___ 5. Completed Course Planning Sheet or DegreeWorks Student Planner signed by content and education faculty advisors
- ___ 6. CDE eLicensing Background Check results ([Be sure to follow fingerprinting instructions here: https://www.coloradomesa.edu/teacher-education/documents/cde-fingerprint-instructions.pdf](https://www.coloradomesa.edu/teacher-education/documents/cde-fingerprint-instructions.pdf))
- ___ 7. Proof of Basic Skills
 - Completed Basic Skills Form
 - Printed copy of official score report for PRAXIS CORE Writing exam (Test 5723) with passing score of 162
- ___ 8. Signed Teacher Candidate Expectations Form
- ___ 9. Recommendation Forms (3). See Application Packet Details

Questions? Call Mary Kienietz at 970-248-1786

APPLICATION PACKET: DETAILS OF SUBMISSION MATERIALS

PLEASE NOTE: Completed application pieces may be emailed to mkieniet@coloradomesa.edu

1. **APPLICATION FORM:** Complete all sections of Application Form A. **Application dates are October 15th for spring admittance and March 15th for fall admittance.**
2. **WRITTEN EXPRESSION:** One to two page essay describing your educational philosophy.
3. **TRANSCRIPTS:** Provide a copy of transcripts for all coursework completed from all institutions attended (may be unofficial transcripts). Overall GPA must be 2.8 or above for admittance and continuance in the program. A grade of C is the minimally-accepted grade for general education and major course work, unless otherwise specified. Students must have a B or better in all Education courses.
4. **DEGREE WORKS REPORT:** Provide a copy of a DegreeWorks Report for your declared major. (**not “Pre”** - use “What If” button if needed)
5. **COURSE PLANNING SHEET:** Completed Course Planning Sheet or DegreeWorks Student Planner signed by both your content and education faculty advisors.
6. **CDE eLICENSING BACKGROUND CHECK RESULTS:** Students are required to create a lifetime account in the CDE eLicensing system, submit fingerprints to CDE through an approved fingerprinting vendor, and complete “Programs” section in your COOL CDE account. (**YOU MUST USE STEP-BY-STEP PROCESS** on CMU website: <https://www.coloradomesa.edu/teacher-education/documents/cde-fingerprint-instructions.pdf>. See attached copy)

YOU MUST PROVIDE US WITH A COPY OF YOUR FINGERPRINT STATUS CHECK FROM YOUR CDE ONLINE ACCOUNT SHOWING A CLEARED BACKGROUND. (See CDE website: <https://cool.randasolutions.com>)

Applicants who have been convicted of a felony or misdemeanor (other than minor traffic violations) must offer a written explanation and substantiate it with documents showing the final disposition of the conviction. These applicants should schedule a meeting with the CTE Department Head to discuss the situation and review options. Misrepresentation or falsification of statements on the Application Form will result in immediate and final expulsion from the Teacher Education Program.

7. **PROOF OF BASIC SKILLS:** A copy of the official score report for the PRAXIS CORE Writing exam is required. Writing Exam Code: 5723. Passing score is 162. A score of 152-161 on the exam may allow for provisional admittance. Notify the program coordinator/advisor and submit a letter requesting provisional acceptance based on your 152-161 score. Within the letter, outline possible steps for improving your writing. Testing is available on the CMU campus; students must register online. Test scores are not mailed, they are available only on the PRAXIS website. Check the website for current costs and to register for the test: <https://praxis.ets.org/test/5723.html>. Test review materials are available through the PRAXIS website. Contact the CMU testing center at 970.248.1260 for more information. You must submit a copy of the test score to CTE when you can access it online.
8. **TEACHER CANDIDATE EXPECTATIONS FORM:** Read, sign, and date the Teacher Candidate Expectations statement. By signing this statement, you are agreeing to meet the expectations of a professional program. Keep a copy of your signed agreement for inclusion in your professional portfolio.
9. **RECOMMENDATION FORMS:** Three recommendation forms from individuals who can recommend you on the following: your commitment to children and education; academic promise; leadership potential; ability to work with others. No relatives or faculty in the Center for Teacher Education may give you a reference.
 - **Elementary, Secondary, K-12 Recommendations:**
Two recommendations must be from instructors in your academic area and one must be from someone with supervisory knowledge of your experience working with children in a structured setting.
 - **Early Childhood Special Education Recommendations:**
One recommendation from an Essential Learning course instructor
One recommendation from an EDEC course instructor
One recommendation from someone with supervisory knowledge of your experience working with children in a structured setting

Colorado Mesa University
Admission to the Teacher Education Program
Application (Form A)

Personal Information:			
Name (Last, First, Middle):		Maiden Name:	
SS#:	Student ID #:	Colorado Mesa University E-Mail Address:	
Local Mailing Address:		Telephone #:	
Permanent Mailing Address (if different from above):		Telephone #:	
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth: / / Month Day Year	Predominant Cultural/Ethnic Background: <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> African-American <input type="checkbox"/> Caucasian <input type="checkbox"/> American Indian or Alaska Native	
Location:			
<input type="checkbox"/> CMU Campus		<input type="checkbox"/> Distance Education	
Program Area Selection (choose one):			
<u>Elementary (K-6)</u>	<u>Secondary (7-12)</u>	<u>K-12</u>	<u>Early Childhood Special Education</u>
<input type="checkbox"/> Liberal Arts ___English emphasis ___Mathematics emphasis ___Social Science emphasis	<input type="checkbox"/> English <input type="checkbox"/> History <input type="checkbox"/> Mathematics <input type="checkbox"/> Science: ___Biology ___Geosciences <input type="checkbox"/> Spanish	<input type="checkbox"/> Kinesiology <input type="checkbox"/> Art <input type="checkbox"/> Music	<input type="checkbox"/>
<p>All applicants are required to answer the following question and sign this application form to verify the accuracy of their answers:</p> <p>▪ Have you ever been convicted of a felony or misdemeanor (excluding minor traffic violations)?</p> <input type="checkbox"/> No <input type="checkbox"/> Yes			
<p>If you have answered YES, please attach, in a sealed envelope, a statement describing the circumstances and documentation of the final disposition of the conviction.</p>			
<p>I attest that I have read and understand all of the application materials and that to the best of my knowledge, all information stated on this application is true and correct. I understand that any misrepresentation will result in my ineligibility for admission and/or suspension from the program.</p>			
_____ Applicant Signature		_____ Date	

COURSE PLANNING SHEET - Center for Teacher Education

Student's Name: _____
Education Advisor's Signature: _____
Date: _____

Licensure Program: _____
Content Advisor's Signature: _____
Date: _____

rev. 8.14

Fall _____	Spring _____	Summer _____	Notes:

Fall _____	Spring _____	Summer _____	Notes:

<i>Fall</i> _____	<i>Spring</i> _____	<i>Summer</i> _____	<i>Notes:</i>

<i>Fall</i> _____	<i>Spring</i> _____	<i>Summer</i> _____	<i>Notes:</i>

<i>Fall</i> _____	<i>Spring</i> _____	<i>Summer</i> _____	<i>Notes:</i>

BASIC SKILLS FORM

Please complete the following form and submit it with your application and PRAXIS CORE Writing test score. A hard copy of your score must be submitted to the CTE office.

Name _____

Today's Date _____

Address _____

Student# _____

Phone _____

Email _____

PRAXIS CORE Writing (Test 5723 or 5722)

Score: _____

Date Taken: _____

Req. Score: 162

ADDITIONAL REQUIREMENTS	Year Taken & Grade
Elementary, Secondary, K-12:	
<i>Courses grade B or better in each:</i>	
ENGL 111	
ENGL 112	
PSYC 233	
EDUC 115	
EDUC 215	
Elementary: MATH 105 and MATH 205 with grades B or better	
Secondary & K-12: MATH 110 or above with grade C or better	
Early Childhood Special Education:	
<i>Courses grade B or better in each:</i>	
ENGL 111	
ENGL 112	
PSYC 150	
MATH 205	
<i>Minimum 2.8 cumulative GPA for these courses:</i>	
MATH 105	
Early Childhood Foundation Courses (27 cr.) – minimum 2.8 GPA – See DegreeWorks Report	

TEACHER CANDIDATE EXPECTATIONS

Colorado Mesa University Teacher Education Program supports the belief that teacher candidates must exemplify a professional disposition towards teaching as demonstrated through attitudes, behaviors, and relationships with others.

As a teacher candidate of the Colorado Mesa University Teacher Education Program, I agree to meet the following expectations:

Academic Expectations of Teacher Candidates

1. Attend classes regularly and be prompt and prepared for all classes.
2. Complete readings and assignments accurately, thoroughly, and on time.
3. Actively participate in classroom discussions.
4. Share your own ideas and listen to the ideas of others with an open mind while respectfully questioning for understanding and clarification.
5. Attend and participate in extracurricular academic activities such as symposia and conferences.
6. Begin a personal library of professional references. Read beyond the required texts of each course.
7. Demonstrate academic integrity and honesty.
8. Take responsibility for your own educational program by regularly meeting with your content and educational faculty advisors, following instructions and program procedures, and paying attention to details and deadlines.
9. Be willing to participate in and work with groups of diverse individuals.
10. Maintain a professional and positive attitude toward the faculty, support personnel, administration, and Colorado Mesa University.
11. Learn and understand the academic and pedagogical standards that guide the Colorado Mesa University Teacher Education Program. Reflect on how these standards are addressed and applied in each of your courses.
12. Begin and maintain a professional portfolio documenting your academic and pedagogical knowledge and achievements.

School and Community Expectations of Teacher Candidates

1. Dress professionally and appropriately.
2. Arrive at your assigned site on time (10 minutes prior to your assigned time) and check in at the front office every time you visit.
3. Wear your official Colorado Mesa University name tag.
4. Conduct yourself in a courteous, professional manner.
5. Accept the field placement sites you have been assigned.
6. Reflect on the connections between theories discussed in your coursework and the application of theory in the classroom.
7. Actively participate in the classroom environment.
8. Demonstrate a positive and enthusiastic disposition towards each field experience.
9. Become a part of the school community by introducing yourself to school administration, faculty, support staff, and students

School and Community Expectations of Teacher Candidates (continued)

10. Become familiar with school policies and practices and work in a manner consistent with them.
11. Become thoroughly acquainted with classroom facilities and learn the procedures used by the cooperating or mentor teacher.
12. Become acquainted with instructional materials available in the school and school district.
13. Become familiar with the community and its relationship to the educational program.
14. Plan and prepare for each field visit and communicate with cooperating or mentor teachers about all field activities and assignments.
15. Inform the school in advance of anticipated absences, or as early as possible on the days that an emergency arises. Realize the importance of each visit. Your rapport with students and faculty are dependent on your consistency and reliability.
16. Make time available for conferences with the cooperating teacher and college supervisor to evaluate your personal progress.
17. Notify your college professor of potential issues that may hinder a successful field experience.
18. Attend and volunteer at school functions such as school assemblies, club activities, sporting events, faculty meetings, etc.
19. Maintain a professional and positive attitude towards students, faculty, support personnel, administration, parents, and the community.
20. Practice and apply the academic and pedagogical standards learned through the Colorado Mesa University Teacher Education Program to each of your field experiences. Reflect on how these standards are addressed and applied by you and the cooperating or mentor teachers.

TEACHER CANDIDATE EXPECTATIONS

Acknowledgement and Agreement

I have read and understand the Academic and School and Community Expectations of Teacher Candidates. I understand failure to meet these expectations may result in remediation and/or removal from the Teacher Education Program.

Teacher Candidate Name (Print legibly)

Student ID Number (Print legibly)

Teacher Candidate Signature

Date

A copy of the Teacher Candidate Expectations should be retained by the teacher candidate and placed in her/his portfolio. The original will be placed in the permanent record of the teacher candidate.

**Colorado Mesa University
Teacher Education Program
Recommendation Form**

Return to: CMU, Center for Teacher Education, 1100 North Ave., Grand Junction, CO 81501-3122 or mkieniet@coloradomesa.edu

Applicant Statement to Writer:

I request that you, _____, complete in the space provided a statement of recommendation to supplement my application for admission to the Teacher Education Program at Colorado Mesa University and send it directly to the address above. Your candid evaluation of my strengths and weaknesses for admission to the Teacher Education Program is requested.

Under the provisions of Part 99 of Title 34 of the Code of Federal Regulations on the confidentiality of the completed statement, I have selected one of the following two options (a) or (b) by initialing below in one of the appropriate spaces.

_____ (a) I understand the completed statement will be held in confidence from me by the Teacher Education Office.

_____ (b) I understand that I have the right to inspect and review the completed statement at the Teacher Education Office.

Applicant Signature _____ Date _____

Printed Name _____ Student ID # _____

The above to be completed by the applicant

Writer's Statement of Recommendation:

How long have you known this applicant? _____ In what capacity? _____ Faculty _____ Supervisor _____

Please rate the applicant for his/her potential as a teacher:	Outstanding (4)	Above Average (3)	Average (2)	Below Average (1)	No Knowledge
Speaker – uses effective language and style to communicate					
Writer – effectively demonstrates standard writing conventions					
Motivator – enthusiastic, has a capacity to inspire and motivate others					
Achiever – goal oriented, consistently produces quality work					
Facilitator – helpful, desires to assist others, patient, empathetic, reflective					
Leader – self-confident, can actively engage others, is a good listener					
Collaborator – works cooperatively with others in pursuit of a task or goal, responds to others' feelings and needs					
Overall potential as a teacher – exhibits attributes essential to effective teaching					

Comments and Recommendations: In lieu of a letter, **on the back of this form**, please include comments on your personal knowledge of the applicant's professional experiences, aptitude for working with children, and/or achievements that suggest success as a teacher. Describe any opportunities where you observed the applicant working with children and/or youth.

Writer Signature: _____ **Date:** _____
Printed Name: _____ **Position:** _____
Organization: _____ **Phone Number:** _____
Address: _____ **Email:** _____

Instead of a letter, please include comments on your personal knowledge of the applicant's professional experiences, aptitude for working with children, and/or achievements that suggest success as a teacher. Describe any opportunities where you observed the applicant working with children and/or youth.

Instructions for CDE Fingerprinting

From CDE Fingerprinting Site for Field Experience Educators (Student Teachers) at <http://www.cde.state.co.us/cdeprof/studentteaching>

To successfully complete the CDE background check process, **you must complete ALL of the following steps in order.**

1. Create your lifetime Colorado Department of Education (CDE) Online Licensing ("COOL") account at <https://cool.randasolutions.com>

- Step 1**
Set-up
CDE
Account
- Create your CDE account first!** If you do not setup your CDE online licensing account first, CDE will not have an account to attach your fingerprints to and this may result in you having to repeat the fingerprinting process.
 - Make sure to enter your **correct Social Security Number**. Failure to do so may result in having to repeat the process.
 - Note: If fingerprints are not matched with a COOL account with a **completed application or Program section within 30 days**, those fingerprints will be expunged and new fingerprints will need to be taken.

2. Schedule your appointment & complete fingerprinting

- Step 2**
Get CDE
Finger-
prints
- CTE recommends using [Colorado Fingerprinting](#) (they have a location across the street from CMU at Copy Copy)
 - Service Code/CBI Unique ID for Field Experience at 6188EPPI**
 - Use the [CDE website](#) to search for other locations throughout Colorado.
 - Before the fingerprinting appointment gather:
 - Valid college/university student ID card & CMU 700#** (ITL Students: contact itl@coloradomesa.edu for assistance) The "University ID code" or School ID# for fingerprinting is your **9-digit, CMU ID# or "700#"** (not the 13-digit, library ID#)
 - Name of the school district(s)** where you will be or have been placed in for your field experience; Ex: **Mesa County D51**
 - A valid (non-expired) government-issued ID**, such as a driver's license, **and your correct Social Security Number!**
 - Payment** – approx. \$56.00. Cash & checks not accepted. Colorado Fingerprinting requires payment at registration.
 - Correct Service Code Number:** take a copy of the service code number with you. At your appointment, check that they have the right code assigned to your prints—CDE has several codes for different workers and teachers.

3. Complete the "Programs" section in your COOL account for the CMU Teaching Program

- Step 3**
Enter CTE
Program
Info in CDE
Account
- Log into your CDE [COOL account](#)
 - Select "My Profile" in the blue header (above your name)
 - Go to "Programs" in the Preparation section
 - Enter information for the CMU Teacher Ed program
 - You will need to upload a capture of your MAVcard. We recommend taking a photo with your phone.
 - The school ID#/university code is **your 9-digit, CMU 700#** (NOT 13-digit, library ID# on MAVcard)
 - Enter the name of the school district(s) or charter school(s) where you will be placed for field experiences, like Mesa County School District #51. This will give the district permission to view your background check.
- Expected Graduation Dates:**

 - For December graduates, enter December 31st
 - For May graduates, enter June 1st
 - Your prints expire 30 days after the date entered

Tip: double check 700#

4. Check the status of your CDE background check in the Profile section of your COOL account

- Step 4**
Check CDE
Profile &
Submit
Results to
Teacher Ed
- Send your results to Teacher Ed
 - To print your results, use Ctrl-P. Turn in the printout of the results with your application to Teacher Education.
 - You may also take a screen capture or PDF of your results and email it to [Mary Kienietz](mailto:Mary.Kienietz) or [Devyn Elliott](mailto:Devyn.Elliott).
 - Results:** If a **Cleared FP Background Check** message is showing, you are **GOOD to go!**
 - If **no background check results** are showing for you in your **Profile** section within two weeks of fingerprinting, make sure you have completed the "Programs" section in your COOL account (step 3), and then contact CDElicensingBackgroundUnit@cde.state.co.us about your situation.
 - If the message, "Enforcement Review Needed," shows in your account, it means that something in your background was flagged. Please follow up with [Mary Kienietz](mailto:Mary.Kienietz) - mkieniet@coloradomesa.edu for next steps.
 - For information on circumstances that shall result in denial, suspension, revocation, or annulment of a Colorado Educational Credential, see <http://www.cde.state.co.us/cdeprof/enforcement>

Create Order

1 Order Options

2 Schedule Appointment

3 Billing Code

4 **Service Types**

5 Personal Information

6 Fingerprint Information

7 Review Order

8 Payment Details

9 Order Confirmation

Service Types

Please select the options for the service you require. If you are not sure which service you need please consult with the agency/employer that requested you get fingerprinted. You are responsible for any fees associated with the service you select.

Why do you need to get fingerprinted? *

CO Licensure/Employment CABS

Select one and read the service description below.

CO Licensure/Employment CABS

Colorado Bureau of Investigation (CBI) fingerprint processing for licensure/employment in Colorado. Order if instructed by your employer or licensing agency and you have the CBI unique ID. If you are unsure of the CBI unique ID you are to use, you may use the lookup tool; however we recommend you contact your agency/employer directly to receive that information. You are responsible for any fees associated with the CBI unique ID you enter/select.

What is your reason for CO Licensure/Employment CABS? *

FIELD EXPERIENCE EDUCATORS 22-2-119 3

Please enter your information below. Then click 'Next' to continue.

CBI Unique ID :*

6188EPPI

Praxis CORE Writing Exam Registration & Resources

PRAXIS CORE Online Registration:

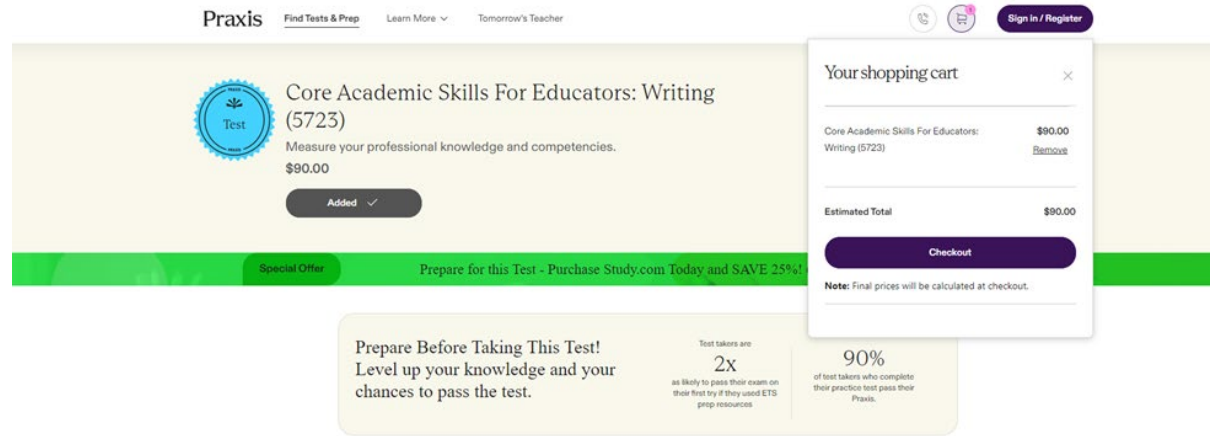
1. Start at the test preparation page for the Praxis CORE Writing Exam at <https://praxis.ets.org/test/5723.html>

- *Get test preparation materials here as well!*

2. Click the “Add to Cart” button. (You will be prompted to purchase additional study materials, but these are optional and you can click “No Thanks” if you wish.)

3. Go to your cart (in the top right-hand side of the page) and select “Checkout” (Fig. 1). The ETS site will prompt you to log in or create a Praxis account. Log in/create account to proceed.

Figure 1



4. Once you are logged in, you will be taken to the “Review” page. Make sure your details look correct, then scroll down to the “Educator Preparation Program” (EPP) box. Select “Edit”, then search by “Institution Name/Code” and use CMU’s code: **4484**. Click save. Note that selecting CMU as your EPP does not mean scores are automatically sent to us. You will do this on another step! (See Fig. 2) Lastly, click the checkbox at the bottom of this page to agree to the Praxis terms, then click “Schedule My Test.”

Score Recipient Selection: After you have scheduled and paid for your test, be sure to select your free score recipients up to 3 days before your test date. In order for your Educator Preparation Program to receive your full score details, you **MUST** add the institution as one of your free score recipients. Selecting an institution as your Educator Preparation Program does not result in your scores being sent.

Figure 2

5. You may then choose to **Test from Home** or you may **Select Test Center** (ex: CMU Testing & Prometric Center). Select your preferred date and time, then click “Continue.” A pop up will appear for you to review your test time and date details, so click “Continue” when you are ready. The next page will prompt you to buy study guides, which you can either add to cart or just select “Continue.”

6. Review your cart for accuracy and “Proceed to Payment.”

7. **Please remember that AFTER you have paid for the test and up to 3 days before your scheduled test, you need to add CMU as a free score recipient. Otherwise we will not receive your results!**

- **Passing score is 162**
- **Probationary admission score: 152-161.**
Students scoring in this range may elect to retest for full admission, or they may work with their program coordinator/teacher ed advisor to determine remediation steps for probationary admission to the CMU Teacher Education Program.
- **Students who score a 151 or below must retest** and are recommended to contact their advisor regarding retesting steps and resources.

Praxis CORE Writing Exam Registration & Resources

Writing Exam Online Study Tools

ETS Official Study Guides:

- **FREE** Study Companion (PDF): <https://www.ets.org/pdfs/praxis/5723.pdf>
- **\$24.95** Practice Test: <https://praxis.ets.org/5315271100.html>
-

Help with Mechanics (Grammar, spelling, etc.) **FREE** online review of writing concepts

- For a review of sentence structure see <http://www.cccc.edu/studentservices/placementtesting/studyguides/pdfs/sentence-placement.pdf>
- Exercises in writing mechanics: spelling, grammar, sentence structure, etc.: https://owl.purdue.edu/owl_exercises/index.html
- Grammar practice: <https://www.perfect-english-grammar.com/grammar-exercises.html>

Help with the Writing Process—*getting started, grammar mechanics, revision, etc.*

- BYU Writing Center handouts: <https://rwc.byu.edu/handouts>
- Purdue Owl's site on the writing process: https://owl.purdue.edu/owl/general_writing/the_writing_process/index.html

Praxis CORE Writing Exam Study Tools Available at the CMU Library

Access Praxis preparation materials at <https://libguides.coloradomesa.edu/PraxisPrep/PraxisCore>

Steps for Accessing CMU Library Resources

1. Under the CMU Library menu select **Course and Subject Guides** (under the **Research Resources** menu on the Library home page)
2. Select **Education**
3. Select **Praxis Exam Preparation Resources**
4. Select **Praxis Core** from the left side menu
5. Find the **Praxis Core study books!**